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21 October 1976

MEMORANDUM FOR: Director of Personnel
FROM : John F. Blake
Deputy Director for Administration

Fred:

For what value it may be to you here are my notes as to the tasking to follow-on after the presentation to the Executive Advisory Group on "Personnel Management" matters:

1. Key Operating Officials

First, selectively identify the most important, approximately 25 jobs in the Agency and present this list to the EAG; then develop a procedure so that EAG may monitor the replacement of the current incumbent in each job.

If you like, I would be glad to consult with you in identifying those 25 positions.

2. Separations

Rewrite the regulations on separations per your own description as to what is necessary.

3. Rotations

Knoche took a reserve position on it. It might be worthwhile to prepare a specific memorandum to him and the Deputy Directors on what are the facts so that we all can use it in various speeches to refute the perception that exists.

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4. Fast Promotion Tract (sic)

Your recommendations were approved.

5. Equal Employment Opportunity

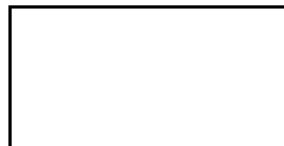
I believe it was decided to do nothing, although my notes are a little unclear.

6. Initial Assignment and Orientation

A notice to supervisors stressing the importance of monitoring first-year performance and blowing the whistle where appropriate.

7. Mix and Balance

Pass this task to Helene Boatner.



John F. Blake

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